

Our Lady
of the
Miraculous Medal Parish School

840 North Garfield Avenue

Montebello, CA 90640



Parent/Student Handbook

This agenda belongs to :

NAME _____ ROOM _____

ADDRESS _____

CITY _____ ZIP CODE _____

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Our Lady of the Miraculous Medal

Parish School

Mission Statement

Be it known to all who enter

Our Lady of the Miraculous Medal School

that Christ is the reason for the school.

*Our purpose as Vincentian educators, is to foster faith, service, and excellence
in the Catholic Christian Education of our youth.*

Christ, the unseen but ever present teacher in our classes,

harmoniously develops the whole child

with emphasis on their spiritual, moral, physical, and intellectual being.

Together with the school families, the faculty and staff model

Gospel values, centered on the Eucharist,

in a community of worship and social concern.



SCHOOL WIDE LEARNING EXPECTATIONS

THE STUDENTS OF OUR LADY OF THE MIRACULOUS MEDAL ARE:

CATHOLIC-CHRISTIAN LEADERS

- A) I GO TO MASS
- B) I PRAY EVERYDAY
- C) I SERVE OTHERS

DISCIPLINED LEARNERS

- A) I AM A LIFE LONG LEARNER
- B) I AM A GOOD LISTENER AND COMMUNICATOR
- C) I KNOW HOW TO USE TECHNOLOGY

WELL ROUNDED INDIVIDUALS

- A) I AM RESPONSIBLE
- B) I AM RESPECTFUL
- C) I APPRECIATE MUSIC, SPORTS, AND THE ARTS

SCHOOL BELL SCHEDULE

REGULAR DAY SCHEDULE

- 8:00 AM SCHOOL BEGINS
- 8:15 AM TARDY BELL (K-8)
- 3:00 PM DISMISSAL (K-8)

LATE START SCHEDULE

- 9:00 AM SCHOOL BEGINS
- 9:15 AM TARDY BELL (K-8)
- 3:00 PM DISMISSAL (K-8)

MINIMUM DAY SCHEDULE

8:00 AM SCHOOL BEGINS

8:15 AM TARDY BELL (K-8)

12:30 PM DISMISSAL (K-8)

REGULAR RECESS SCHEDULE

9:45 – 10:00 AM K - 4TH GRADE

10:00 – 10:15 AM 5TH - 8TH GRADE

REGULAR LUNCH SCHEDULE

11:10 AM- 12:00 PM KINDERGARTEN

11:20 AM – 12:05 PM 1ST- 2ND GRADE

11:25 AM - 12:10 PM 3RD – 4TH GRADE

12:15 PM – 1:00 PM 5TH – 8TH GRADE

LATE START RECESS SCHEDULE

10:15 – 10:30 AM K-4TH GRADE

10:30 – 10:45 AM 5TH - 8TH GRADE

LATE START LUNCH SCHEDULE

11:30 AM – 12:15 PM KINDERGARTEN

11:45 AM – 12:25 PM 1ST - 4TH LUNCH

12:40 AM - 1:10 PM 5TH - 8TH LUNCH

THE SCHOOL PHILOSOPHY, HISTORY & SPIRITUAL LIFE

PHILOSOPHY

We, as Catholic educators at Our Lady of the Miraculous Medal Parish School, are committed to the Catholic education of youth. We strive to educate the whole person by fostering the spiritual, intellectual, social, psychological and physical potential of each student in a Christ-centered environment.

We base our philosophy on the principles as stated in the pastoral message of the National Conference of Catholic Bishops. The four-fold purpose of Catholic education is to teach doctrine, worship, build community, and foster service.

We acknowledge the parents as the Primary Educators of their children. They have the responsibility to assist their children in living up to his/her purpose and potential in life. The faculty will strive to enhance the parental responsibility of guiding the students to achieve greater degrees of self-realization, self-acceptance, and awareness of obligations toward God and fellow human beings.

HISTORY

The school first opened in 1954 through the leadership of the Daughters of Charity of St. Vincent De Paul. The Daughters of Charity are an international community founded in Paris, France in 1633 by St. Vincent De Paul and St. Louise de Marillac. The charisma of the community is shared with the students, faculty, staff, and parents by focusing on special Vincentian saints, and teaching about the community and its mission to serve the poor.

Our school patron saints are St. Vincent De Paul, St. Louise de Marillac, and St. Catherine Laboure. The Miraculous Medal was given to St. Catherine Laboure by Blessed Mother through an apparition. All persons who wear the Miraculous Medal are believed to receive special graces.\

SPIRITUAL LIFE

The school day begins and ends with prayer. Each departmental class begins with a prayer. In addition to daily Religion classes, devotions proper to the liturgical seasons and feasts of the Church are emphasized and celebrated. The Rite of Reconciliation is provided twice a year for Catholic students in grades two through eight. Catholic children are prepared for the sacrament of the Eucharist in 2nd grade. Parents are expected to attend preparation meetings for the sacrament. All children are expected to behave appropriately during Religion services. Non-Catholic children are expected to participate and act appropriately during worship services.

Since Mass is the principal act of worship, families enrolled in Our Lady of the Miraculous Medal School are urged to faithfully observe the obligation of attending the Saturday vigil or Sunday celebration of the Eucharist as scheduled in their respective parishes. One day each month, and on special feast days, student body liturgies are held.

O.L.M.M. SCHOOL POLICIES AND PROCEDURES

A. FINANCES AND PARENT OBLIGATIONS

TUITION: Tuition and fees do not cover the entire cost of educating the students at Our Lady of the Miraculous Medal School. The deficit is made up by various fund raising activities with a fundraising pledge commitment from every family. Every office, business, and home is dependent on cash flow. Our Lady of the Miraculous Medal School must meet operational expenses and payroll on a monthly basis. All families are expected to pay tuition and fees when due. Families may pay tuition in full or through monthly deductions by enrolling with TADS management. All monies are spent to meet the yearly financial budget. Educational fees and fundraising pledges are not refundable. Any tuition outstanding after 2 months may be grounds for dismissal of the student. Please contact the principal with any special circumstances as O.L.M.M. is committed to providing a Catholic education for every child regardless of socioeconomics.

TUITION ASSISTANCE/FINANCIAL AID: As a Daughters of Charity sponsored school, all families are considered subsidized (unless paying the “true cost to educate”) and asked to complete the financial aid process in TADS. Applications are completed online through TADS.

CHECKS: All checks should be made payable to Our Lady of the Miraculous Medal School. There will be a \$25.00 fee for all checks returned to us by the bank (insufficient funds).

GRADUATION FEES: There is a graduation fee for eighth graders. This fee covers all of the extra activities held for the eighth graders. A letter explaining all of the graduation expenses goes to the eighth grade parents and the fee is due by November 1st.

EXTRACURRICULAR PROGRAMS such as CYO sports, Drama, Chess, and Music Lessons have other participation fees and fundraising obligations to cover their operational expenses.

THIRTY PARENT SERVICE HOURS: Parents are assessed a total of **16 hours of service by working the carnival.** The carnival is a major fundraiser to meet the school operational budget. Forty dollars (\$40.00) is charged for every unmet carnival service hour. Parents are also encouraged to participate in the daily operations of the school by donating their time, gifts, and talents in as many areas as possible. **Fourteen additional service hours** are asked of parents. Some examples of needed areas are: carnival chair persons of a booth, committee chairperson and member participation, room parents, yard supervision, stuffing Communication Envelopes, coaching, copies made at home, supply unpacking/organizing, lost and found organizing, used uniform organizing, library aides, assisting with picture day, vision screening, driving to games, and many other areas. Please inquire in the school office and/or look for help requests sent out in our communication envelope.

COMMUNICATION

Office Hours: The school office is open from **7 a.m. until 4 p.m.** on all regular school days.

Telephone: The school office number is **(323) 728-5435**. Since this is a business telephone, students may not be called to the telephone. Phone messages to the children are discouraged except for emergencies. The school also uses email and SchoolReach, and Orbund to communicate electronically.

CELL PHONES: Students are strongly discouraged from bringing a cell phone to school. If parents insist on students bringing a cell phone to school, students may not use the cell phone during regular school hours or during car line. The cell phone must be in the off position. If students are found using a cell phone during school hours, or if a cell phone rings during school hours, the phone will be taken away and the parents will need to pick up the phone personally. The school is not liable for cell phones being lost or stolen.

FAMILY ENVELOPE: Every week, a family envelope is sent home with very important information such as the calendar, menu, and weekly announcements. Please read the communication to stay informed and connected. There is a charge for replacement of the envelope. Sign the envelope and return it with your child the following day. It is the parents' responsibility to get the envelope and to return the empty envelope with the student the next day. Please notify the office if your envelope becomes lost.

FORGOTTEN ITEMS: Messages, lunches, sweaters, or any articles forgotten by students are to be brought to the school office, not to the classroom, as every interruption disrupts the learning experience. The children may come to the office at recess or lunch-time to collect anything left for them. No parent may visit a classroom during school hours unless arrangements have been made for this through the teacher or principal. Visitors should always check in at the school office first and wear a visitor's badge.

GENERAL COMMUNICATION: Whenever you wish to communicate with a teacher, please arrange a meeting by a note to the teacher, email, or leave a telephone message with the school secretary. **Please do not expect to see teachers during school hours, while they are on carline or recess duty, or before school unless special arrangements have been made with the teacher in advance. Please do NOT call the teacher at his/her home or on their cell phone.**

MEETINGS: An orientation meeting for all new parents is held at the beginning of the school year and general procedures and policies are explained. Back To School Night is held at the beginning of the school year for all parents to learn general classroom procedures/policies and meet the classroom teacher. **GENERAL AND GRADE LEVEL PARENT MEETINGS** are held during the year. Parents will be notified of the date of the meetings on the school calendar. Parents are expected to attend these meetings and a fee is charged for missing meetings. The meetings are planned so as to provide parent education, school information, and to discuss fundraising plans.

ARRIVALS AND DEPARTURES: For safety and insurance reasons, students should arrive in the school yard between 7:30 A.M. and 8:00 A.M. There is NO SUPERVISION IN THE YARD BEFORE 7:30 A.M. Children arriving before 7:30 A.M. must report to Watterson Hall for morning care. **Morning Care** is available from 6:45 - 7:30 AM for a \$1.00 charge per child per day. Once students have arrived at school, students ARE NOT PERMITTED TO LEAVE the school grounds. **There is NO AFTER-SCHOOL SUPERVISION AFTER 3:30 p.m. except for the OLMM After-School Program. Students in the yard after 3:30 p.m. must go to the After School Program.** **AFTER SCHOOL ENRICHMENT PROGRAM** is a supervised child-care program sponsored by the school. The program begins from the time that school is dismissed until 6:00 P.M. and it operates ONLY on the days that school is in session. There is a separate fee for the program.

LUNCH AND SNACKS: Students may purchase hot lunch. A monthly menu is sent home at the end of each month. Lunch must be pre-ordered the month in advance. 6-8th grade students have an a la carte lunch as well. Please provide a NUTRITIONAL snack and lunch for your child. O.L.M.M. is committed to developing the whole child, mind body, and soul, therefore we promote optimal health and nutrition habits. Nutritional snacks are also sold during all recesses with cash only. PLEASE, NO GLASS BOTTLES. Fast foods and soda are discouraged! Please no microwaveable foods. Students are not allowed to use a microwave.

BOOKS/BOOK BAGS: All books must be covered, and all students should have some type of school bag to protect and carry their books. Textbooks are assigned to the students on a rental basis. Fines depend on the cost of the book. All books should be clearly marked with the student's name and room number. Books need to be well cared for and covered, as they are very expensive. Books deemed unusable, lost or damaged must be paid for. Books and book bags must be free of any writing, pins or patches. In the event that writing is found and cannot be erased, a new book and/or book bag must be purchased.

CARLINE PROCEDURES: Disregarding carline procedure regulations teaches your child/children that it is permitted to disregard rules. Please refrain from doing this as we do not want to give our children incorrect messages! The desire for complete safety of your child is greater than the school. The carline is designed to ensure safety for everyone. Please use the carline.

Drivers are to proceed through the carline as directed by the Student Safety Patrol and school personnel. Students are to be dropped off in the area designated by the carline personnel. Please pull all the way through carline as directed. If you insist on parking, you must walk from your car and walk to pick up the students from car line. **Students may not wait or walk unattended.** **Drivers picking up multiple students in lower and upper grades, are asked to drive through carline after 3:15 P.M. in order to alleviate congestion.** Drivers are never permitted to park within the carline, near the office or classrooms. At all times drivers are asked to avoid excessive speed and drive cautiously. The child's life you save may be that of your own child. If a relative or someone unfamiliar with the carline is coming for your child, please instruct them as to the importance of the carline, and of respect toward other drivers and the school staff and students. Please see the carline procedures and diagram handout for further information.

Patience.....Patience.....Patience...= key for carline success and safety.

BIRTHDAYS: Small individual treats are acceptable. Help us be creative and healthy in our promotion of good eating habits for our children. Full cakes, pizza, or other fast foods are not permitted. These create a classroom disruption and are very time consuming. Please see the individual teacher's policy. Flowers, balloons, etc. are discouraged. If they are delivered at school, the student will not receive them until after school. **Celebrations will be held at the end of the school day. ONLY.**

FIELDTRIPS: Students may leave the school grounds for fieldtrips or be released from the school only with the WRITTEN PERMISSION of the parent or guardian on school Archdiocese forms. A SEPARATE permission slip is required for EACH field trip. These will be distributed by the classroom teacher and be held on file in the office. Permission slips must be returned and signed as soon as possible, but not later than 24 hours before the field trip.

CHAPERONES: Parents who are not chaperones are asked not to attend field trips. These trips are school trips and not family outings. Chaperones are to supervise students and not have social conversations. The children assigned to them are to be closely watched and monitored at all times. No siblings may attend field trips. All field trips are under the supervision of the teachers! Chaperones must fill out a chaperone form in advance.

PARENTS AS DRIVERS: If parents are to drive other students to a school activity/outing, a copy of driver's license, liability insurance and permission slip must be on file in the office.

TRANSPORTATION: Limousines are not permitted on school grounds or as a source of transportation for students to any school outings or events. We have grade school youngsters who we want to grow up slowly as well as walk humbly with Christ.

School Emergency Plan

In the event of a serious emergency during school hours, please do not telephone the school. Lines must be kept open for emergency use. School gates will be closed to keep all non-essential persons outside the school grounds, and also in order to ensure safety and order in releasing students home as needed. During initial evacuations students will assemble in the yard to designated area. All students will be cared for in the supervised area. All school staff are trained according to a school-wide safety and evacuation plan. Drills for fire, earthquake and lockdown are practiced several times a year. According to State Law, the students will be released only to a parent or other specifically designated person. We have this information on our Disaster Information Form on file with each teacher as well as with the office. Please be sure your child knows each person you have designated.

Briefly, instructions for parents are:

1. Do not phone, the school lines are needed for emergency. Tune in to your radio.
2. Upon arrival at school, report to the parent command post to pick up your child/children. (at the north gate)
3. Remain calm.

If an emergency occurs outside of school hours, please listen to your local radio station for instructions on school closure. As a general rule, Our Lady of the Miraculous Medal School will follow the same procedure as the public schools in the area, and/or instructions from the Archdiocesan School Office. We will attempt to communicate using Schoolreach. Please ensure that we have your current email and cell phone/work/home numbers.

Illness: Do not send your child to school showing signs of illness or having a fever. The school has very limited health facilities, and other children need not be exposed to infections. Children who become ill at school will be sent home according to specific parental instructions. Parents need to be very prompt when picking up children who are ill. The school **MUST BE NOTIFIED IMMEDIATELY OF ANY COMMUNICABLE DISEASE** a student contracts, and the child **IS NOT** to return to school until a doctor has given written permission. The doctor's release is to be brought to school.

Health Room: We have a school nurse on staff from 9 A.M. to 2 P.M. for the safety and welfare of your child. Students should not come to school sick. Students should not go to the health room during the school day, recess, during class sessions or lunch periods without proper authorization from the classroom teacher, the principal, or the adult on yard duty. Only simple first aid can be administered at school. Medication of any kind may **NOT** be administered by the teacher. For children who have health problems which necessitate regular medications during the school day, the parent must submit authorization for administering said medication and specific instructions for the process to be followed from the doctor. Students may carry an inhaler.

Medications/Special Health Problems

Over-the-counter medications **CANNOT BE DISPERSED BY SCHOOL PERSONNEL** (this includes aspirin). However, when a physician feels it necessary for a student to have medication at school, the following procedures should be followed:

1. Medicine must be in the proper container with the pharmacy label showing:
 - a. Name of student
 - b. Name of medicine
 - c. Dosage and schedule of administration
 - d. Physician's name
2. A written request from the doctor and parents giving the school permission to administer medication is necessary.
3. All medication must be brought to the school office.

**NO STUDENT MAY DISPERSE ANY MEDICINE TO HIM/HERSELF.
ASTHMATIC STUDE'TNS MAY CARRY AN INHALER**

Student Insurance

The School-Time Plan is provided by the school through the Archdiocese of Los Angeles. Full-time coverage is also available. Please read your insurance brochure carefully.

Screening Tests: During the course of the year, students will participate in the following health examinations under the direction of the School Nurse and qualified technicians:

1. Vision screening
2. Hearing screening
3. Scoliosis screening
4. Weight / Height

ACADEMIC INFORMATION

Our Lady of the Miraculous Medal School offers a curriculum based on the California State Content Standards and the Common Core, and offers students opportunities for growth in the following major subjects:

Religion: Catholic doctrine and tradition, Scripture, Social Justice, preparation for the reception of the Sacraments of Reconciliation and Eucharist. Liturgical Services are held monthly for the entire student body on Holy Days and for special events.

Language Arts: Reading, English, Spelling, Composition, Oral Communication, Spanish for Eighth grade.

Mathematics: Basic Arithmetic, Geometry, Pre-Algebra, and Algebra 1.

Physical Education: Physical fitness program appropriate for grade level development in movement, coordination, motor skills, and health.

Social Studies: History, Geography, Economics, and Current Events.

Science: General Sciences and laboratory experiences (Earth Science, Life Science, Physical Science, etc.)

Fine Arts: Music, and Art

Computer Literacy: word processing, spread sheets, power point, research, and integration with curricular subjects.

Foreign Language: Spanish

MAKE UP WORK: Teachers are never expected to gather work ahead of time for a student who will be absent. For every day missed, two full days will be given to turn in missed homework. If picking up books for an absent child, please do so after school. If homework is forgotten, students will not be allowed to call home for parents to bring it to school. Students must be responsible for doing the homework and for turning it in on time.

All parents are urged to take an active interest in the child's homework. A written excuse from a parent will be accepted if illness or a family situation prevents a student from doing his / her homework; however older children are encouraged to communicate with their teacher about homework rather than with notes from the parent. If you feel that your child is having unusual difficulty in completing homework assignments it is wise to confer with your child's teacher. Sports or other extra-curricular activities and family functions are not accepted excuses for not doing homework!! Completed and turned in homework is a criteria for staying in school sponsored sports or activities.

HOMEWORK: Our school homework philosophy is that homework will enhance and reinforce concepts already presented in class. Careful attention goes into offering homework that is meaningful and beneficial for 21st century children. Special care is also given to ensure that homework meets the developmental needs of our students. For example, the most important homework for our primary grades (preschool to 2nd grade) is to read and be read to. Homework is assigned to foster the student's creativity and discipline through enrichment projects or research, to train the student to work independently, practice towards mastery, and to accept responsibility for completing a task.

Primary grades (PK-2) should read and/or be read to for 15-20 minutes daily, in addition to being given daily opportunities at home for meaningful dialogue and enriched life experiences that also involve play. Parents and guardians should provide practice at home for concepts and skills as needed, in close communication and collaboration with the teacher.

Grade 3 is a transitional year to the middle grades, as students become more independent and practice extra responsibility and self-discipline. **Grades 3-5** homework should not exceed 1 hour.

Grades 6-8 homework should not exceed 2 hours.

Special care is considered in assigning work over holidays. Teachers of departmental groups that share students do communicate and collaborate with each other so as to not overwhelm students with projects and assignments due at the same time or multiple tests in a day.

PARENT HELP WITH STUDENT WORK: PARENTS AND GUARDIANS PLAY A KEY ROLE IN STUDENT ACADEMIC SUCCESS, HOWEVER PARENTS SHOULD FACILITATE STUDENT WORK AND ALLOW STUDENT WORK, PROJECTS, ETC. **TO BE THEIR OWN WORK.**

PROGRESS AND EVALUATION: The school uses the trimester system to report grades. Mid-Term reports are sent home to inform parents of students' performance in academic subjects, conduct, and work habits in the middle of each trimester. Mandatory conferences are held after the 1st Mid-Term report in order to get an early understanding of how the student is adjusting to the new level. Report cards are given three times a year. The dates for Mid-Term reports and report cards are noted on the monthly calendar.

ASSESSMENTS: The school uses the ITBS standardized test as one tool to measure the students' needs and plan the curriculum for the year. The test is administered in September. Fifth and eighth graders take the ACRE survey from the Archdiocese (in January) to assess what our students know about Catholic doctrine and morality.

GRADING: Total student performance is measured through: in class work, homework, tests, class participation, special projects and various forms of assessment that are appropriate for each grade level.

REPORT CARDS: Parents are responsible as the primary educator of the child, to know when the report card is issued, to discuss it with the child, to sign it, and return it to the teacher.

An "incomplete" grade on the mid-term report and report card indicates that the required work has not been completed. Additional conferences may be requested during the school year by the teacher or by the parent. Communication between child and parent and parent and teacher is essential in order to avoid last minute panic regarding grades.

ONLINE GRADEBOOK: Students and their parents will have access to grades in each class on line. The grades are strictly confidential and serve as a source to enhance communication, not replace it. Parents, students, and teachers should still communicate in regard to grades. In addition, the mid-term report serves as a timely report to know student progress. The mid-term report in addition to staying involved in the student's studies is the best way to help a student succeed. The internet site will be updated by teachers as often as possible and it is not expected to be updated daily.

TRANSFER/RETENTION: A student with an "F" or "P" average and/or failing two or more major subjects may be retained or asked to transfer from Our Lady of the Miraculous Medal School.

GRADUATION: A diploma will be issued to those students who have satisfactorily completed the course of studies for students attending Our Lady of the Miraculous Medal School as prescribed by the Archdiocese of Los Angeles. A student must receive an "A" through "D" average in the academic subjects to qualify to receive a diploma. Students with an "F" in core subjects will need to attend summer school before receiving their diplomas. Proof of passing the classes needs to be presented to the office before the diploma is awarded.

RECOMMENDATIONS LETTERS: Students not working to their potential will not be recommended to the high school they apply to. It is a serious obligation of eighth grade students to apply themselves to their studies from the beginning, not at the last minute when panic strikes (No Catholic High School will accept this type of student)

STUDY HABITS: A student will benefit if parents will help foster systematic study habits in their children. Please consider the following for your students' homework:

- Adequate study space and lighting.
- Proper environment free from distractions, particularly phone, computer (internet can be a distraction), and TV.

Academic Honor Roll: The honor roll is granted in grades six through eight. It is an important means of assisting students to work to their potential. It is based on academic grades and behavior.

1st Honors: all A's

2nd Honors: A's – B's

3rd Honors: all B's

Citizenship is for students who do their absolute best but are not eligible for honors.

Honors and Citizenship recipients must have an A or B average in conduct

Awards are also given for Catholic Christian Behavior, Service, and Attendance in grades 3 – 8. Grades 3-5 may receive a Citizenship Award for giving their absolute best in all subject areas. (Honors awards are given to 6-8th) Awards are given after each trimester at an assembly.

Christian Service: Students are to perform some type of Christian service. **HOURS SHOULD INVOLVE SOME TYPE OF SERVICE DEMONSTRATING STEWARDSHIP AND CONCERN FOR OTHERS.**

Verification of hours worked are to be brought to school and given to the teacher. These are required hours for graduation and to help our students learn the importance of stewardship and service for the love of God, these hours DO NOT count for parent service hours. Students may not be paid for the service.

EACH GRADE LEVEL MUST COMPLETE SERVICE HOURS ACCORDING TO THEIR LEVEL.

8TH GRADE: 20 HOURS

7TH GRADE: 15 HOURS

5TH AND 6TH GRADE: 10 HOURS

4TH GRADE: 8 HOURS

3RD GRADE: 5 HOURS

2ND GRADE: 3 HOURS

1ST GRADE: 2 HOURS

KINDERGARTEN: 1 HOUR

OTHER SERVICES AND ACTIVITIES

LIBRARY: The school has a well-equipped library and reference center. Students are encouraged to use the library for curricular enrichment and research. All books in the library are accessible online as well as linked to Accelerated Reader. Please see the teacher regarding each student's reading level and progress through the Accelerated Reader program. Students will be charged fines for books that are returned after due dates and replacement costs for lost or damaged books.

COUNSELING SERVICES: Services are available to the students and their families. Students may request to see a counselor, or be referred by parents and /or staff. There is a fee for family counseling. Counselors are usually available on school campus four days a week. Students should have a signed parent consent form on file.

SOCIAL AWARENESS: Students are made aware of the less fortunate. During the school year, activities take place that help students to recognize social injustice – bringing food for the poor, money for the missions, clothing for the needy, etc. The school has a Vincentian Marian Youth Group that acts as the leadership team to plan activities that will serve the poor.

ALTAR SERVERS: Boys and girls from grades 5-8 are encouraged to give service to the Church. They are trained to assist the priest for School and Parish Liturgies. Please see Ms. Irma Montreal for more information.

AFTER SCHOOL SPORTS: Boys and girls from grades 5-8 who meet the academic and behavior requirements may try out for after school sports. Our school is too large for all students to make the teams and try-outs are held for every sport. Players and parents are asked to follow specific behavior guidelines outlined by the athletic director and coach. There is a fee for each sport. The Athletic Director will announce the fees. These fees cover entrance charges to CYO and the operational expenses of the entire sports program.

Extra fundraising requirements may be requested to support the CYO budget. Please see the athletic director with any questions or concerns. The Athletic Director is Mr. Chris Guzman.

Our students participate in the following sports:

Boys: football, basketball, volleyball, track, golf and soccer.

Girls: volleyball, basketball, softball, track, golf and soccer.

The "A" team is a competitive level team and all players do not necessarily play. It may be a learning season for some players.

The "B" team is a developmental level team and all players play.

Requirements for participation in sports or in any other extra curricular activities include:

1. Academic Grades: "C" (2.0) average or better (with no F's)
2. Behavior: No lower than a "B" average

Sportsmanship and learning of skills is stressed in our athletic program. Students who fail to live up to the standards of good sportsmanship or who bring embarrassment to the school because of their behavior at athletic events will be removed from their teams. Parents are also expected to support the school in an appropriate manner at sports event or may not be allowed to observe/participate.

STUDENT COUNCIL: This active organization is the student government of Our Lady of the Miraculous Medal School. Its purpose is to develop leadership, responsibility, and school spirit. The student council consists of elected officers and class representatives. These students meet weekly to plan school activities, spirit events and service projects. Students in student council must maintain good grades, have good conduct, follow school rules, and act as strong Christian role models to the student body.

Our Lady of the Miraculous Medal School requires the following standards of all students in addition to those individual rules posted in every classroom – Students are required and expected to:

1. Respect and obey teachers, staff, and volunteers.
2. Complete the classroom and homework assignments. Following an absence, to contact the teacher(s) and make up the work promptly.
3. Remain after school only to participate in school sponsored activities.
4. Respect all other students and visitors to the school.
5. Wear the designated school uniform. Follow school dress codes on free-dress days.
6. Refrain from chewing gum or eating sunflower/pumpkin seeds. These may not be brought to school!
7. Refrain from fighting, using profanity, vulgarity, cheating, stealing, lying, dishonesty or vandalism (in and out of school). These may result in suspension, and when serious in expulsion.
8. Refrain from selling or trading of items.
9. Observe the following with regard to leaving the school yard and school safety:
 - a. Students may not leave the school grounds at any time during the school day without written permission from parent or guardian and clearance from the office.
 - b. Students should be in their assigned play areas during recess and lunch time.
 - c. Students are not allowed in the classroom at any time unless the teacher is present (California Education Code).
 - d. Students will refrain from riding bicycles, scooters, roller blades or skate boards in the school yard.

Pets/Animals should not be brought on campus at any time.

School-wide Rules (All Grades)

1. Respect oneself, others and property, as a child of God.
2. Contribute positively to the learning environment.
3. Follow all school procedures both in the classroom and outside.

Recess/Lunch/Playground Procedures

1. Walk/don't run to the lunch room and playground.
2. Walk in designated walk areas, not in the parking lot.
3. Remain seated while eating and in approved areas only. (lunch room and/or under trees)
4. Play safely approved games in designated areas.
5. Use the restroom and drink water before the bell rings, not after.
6. No running near walkways or restrooms.
7. Upon hearing the recess bell, stop and take a knee. Wait until a staff blows the whistle 3 times before proceeding to line up for class.

Our school uses the Discipline With Purpose (DWP) program to help students acquire the following life skills:

1. Listening
2. Following instructions
3. Asking Questions
4. Sharing
5. Social Skills
6. Cooperation
7. Reasons for rules
8. completing a task
9. leadership
10. communication
11. setting time limits
12. resolving problems
13. initiating solutions
14. fact vs. feelings
15. making sacrifices

DRESS CODE

It is expected that the students be NEATLY GROOMED and in FULL UNIFORM at all times during the school day, and properly attired at school sponsored activities. Our personal appearance is the first message we give to others about ourselves. Students are expected to be in complete uniform each day. Parental support is essential in this matter. Our school uniform should be worn with pride and respect. It is a requirement, not an option. If a pupil disregards the school standards of dress, grooming, or hygiene, then the cooperation of the parents will be sought to correct the problem. Parents will be called and asked to pick up the child or correct the problem. Inability or unwillingness to respect and follow the school uniform policy may be grounds for suspension and / or dismissal.

School uniforms are purchased from: School Uniformity at 2109 W. Whittier Blvd. Montebello

BOYS & GIRLS:

Only school sweatshirts (with logo) are allowed. Jackets must be royal blue or navy blue. Cardigan, button sweaters or vests may be worn as mass/assembly attire, however no sweatshirts may be worn for mass/assembly attire days.

MASS/ASSEMBLY ATTIRE: Girls must wear either the Peter Pan collar or button down white blouses with skirt, skort or jumper.

Boys must wear white button down collar shirt with flat solid navy blue tie. (no bow ties) with navy pants (grades K-5) and khaki pants (grades 6-8) with solid brown, blue or black belt, with simple belt buckles (no initial belts).

No short, sweatshirts or P.E. uniforms on mass/assembly attire days.

PHYSICAL EDUCATION UNIFORM: Purchased at School Uniformity. These uniforms may be worn on P.E. days only, unless other days are specified by the office. On P.E. days, no jewelry of any kind is allowed (including stud earrings). In cold weather, navy or royal sweat pants (completely plain or with logo; no stripes etc.) may be worn with the PE shirt on PE days.

SHOES: Black and white oxfords (girls), or tennis shoes with laces or Velcro (boys and girls). No high top canvas converse. No slip on tennis shoes.

Shoe laces must be tied up at all times, and lace color must match the main shoe color.

No neon colors.

BLACK, BROWN, OR NAVY DRESS SHOES WITH RUBBER SOLES OK. NO BOOTS.

HAIR: Hair should be kept neat, well groomed and off the face. Extreme hair styles are not allowed. (No spiked hair or other fads) This includes the shaving of the hair on any part of the head! **No #0, #1 or #2 hair cuts are permitted at school. (for clarity between hair cut numbers 3 &4, the scalp must not be visible.) No changing the color of one's hair in any manner or excessive use of hair spray or gel or mousse.** Boys' hair should not reach the top of their shirt collar or beyond mid-ear. The length of girls'/ boys' bangs should not obscure vision or reach below the eyebrows. Headbands must be on the hair not the forehead and must be neutral colors and not wider than 1 inch.

INCIDENTALS: Students may not wear colored contact lenses. Students may not wear chains, dangling earrings, chokers, buttons, and pins. Only religious medals/necklaces may be worn. **NO MAKE-UP OF ANY KIND**, no colored nail polish or excessive or flavored/colored lip gloss is to be worn or brought to school. Wrist watches, or one bracelet and one **SMALL-POST** pair of earrings are acceptable (no more than one earring in each ear). Students may wear one ring – not one on each finger. **BOYS MAY NOT WEAR EARRINGS.** No facial piercings or tattoos are allowed.

REGULAR UNIFORM DAYS:

UNIFORMS: Specific descriptions are on the form from School Uniformity.

All polo shirts must have school logo. White undershirts only.

Grades K-5 wear navy, light blue, or white polo shirts with navy pants or shorts.

Grades 6-8 wear navy, light blue, or white polo shirts with khaki or navy pants or shorts.

GIRLS GRADES K-8: Pants are to be regular fit and straight legged. Girls must have blouses tucked in at all times. (unless it is an overblouse).

SOCKS: Knee-highs may be navy or white only.

All other socks must be all white or black. No logos on socks.

Tights must be white or navy ONLY. (not black) NO LEGGINGS

NO BOOTIES “no show” socks. (SOCKS MUST BE ABOVE THE ANKLE AND CLEARLY SHOW)

BOYS GRADES K-8: Sleeves should not be rolled up. Pants should be straight leg and appropriate regular fit. Belts should be solid brown, black or blue with simple buckle (no initial buckles). Socks should be black or white crew or ankle socks. No tube socks or no-show socks. Shorts may hit the top of the knee but should not extend below the knee.

PINS AND PATCHES are never allowed on clothing or backpacks unless it is a school designated or religious pin or patch. Accessories should be school colors only.

FREE DRESS DAYS

Appropriate free dress may be worn on non-uniform days. Clothes must conform to the rules of modesty, good taste and appropriateness. ABSOLUTELY NO GANG ATTIRE IS PERMITTED. Girls are not to wear low-cut blouses or shirts, and skirts, shorts, slacks or jeans must not be too short or too tight. Baggy pants are not permitted. Music, bands, inappropriate writing or characters etc. may not be displayed on clothing. Skirts should be at or below the middle of the knee only. Hats or backless shoes should not be worn. Students are to look like grade school students and not like high school students. Students dressing inappropriately will be instructed to call parents to bring a uniform and the students will lose the privilege of the next free dress day.

HYGIENE: Students are expected to practice good hygiene habits, which include bathing and shampooing hair regularly, brushing teeth daily, and wearing clean untorn clothes daily, etc. Proper hygiene is taught by parents. Special care is to be given to students reaching the age of puberty.

TOYS: Students should not bring games, toys or their own sports equipment unless given permission by school personnel. These will be confiscated until the end of the school year.. Valuable items and/or large amounts of money should not be brought to school. The school is not responsible for lost or stolen items. Students may not sell or trade items at school.

LOST AND FOUND

Lost and found articles must be claimed by students or parents from the cart. Any article NOT CLAIMED after one month will be given for the used uniform sale. Non-uniform items will be given to charity. It is the student's responsibility to check the lost and found.

ARCHDIOCESAN POLICIES AND PROCEDURES

1. GENERAL INFORMATION

1.1. Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

1.2 Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any ministry in the Archdiocese, and**
- **May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

1.3 Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include **Teaching Safety - Empowering God's Children®**

Empowering God's Children™, is a school-based curriculum. The job of ensuring children's safety is a challenging undertaking. The prevention of child sexual abuse requires more than adult awareness, education, and training about the nature and scope of the problem. We must also give our children the tools they need to overcome the advances of someone who intends to do them harm. The Empowering God's Children program is a vehicle through which parents, teachers, catechists, and youth ministers (educators) give children and young people the tools they need to protect themselves from those who might harm them. (www.virtus.org)

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

1.4 Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (*e.g.*, notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff

members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian

- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

1.5 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

Revised August 20, 2007

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a Code of Conduct form to verify that they understand their obligations. The form is attached as *Appendix A*.

1.6 Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

1.6.a School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

1.6.b Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

1.7 Parent or Parent-Teacher Organizations and Consultative School Council

If the school has a parent, parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

1.7.a Parent or Parent-Teacher Organizations

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

1.7.b Consultative School Council

The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities.

The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners,

members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council.

2 ADMISSION AND ATTENDANCE

2.1 School Student Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

2.2 Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

2.3 Guidelines for Admission to Elementary Schools

- Preferences are given to active members of the parish
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1

- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student’s continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

2.4 Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

2.4.a Pupil Records

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

2.4.b Directory Information

“Directory information” means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially

recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

2.4.c Parent Authorization to Use Child's Personal Information

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

See *Appendix B, Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes*.

2.4.d Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

2.5 Transfer of Records

2.5.a Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the

student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

2.5.b Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

2.5.c Cumulative Pupil Record

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

- Permanent records cards include only the following information:
- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized test data
- Transcript of classes
- Attendance information shall be included
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of or exemption from required immunization through high school graduation

2.6. Absence

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register.

2.6.a Absences with Acceptable Excuse

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

2.6.b Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (*e.g.*, 15 or more days), official grades may be withheld.

Note: In addition to the policy stated above, the school has its own extended absence policy, which is provided in the Appendix.

2.6.d Leaving School Early

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.

2.6.e Tardiness

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

Note: The times fixed by the school are provided to parents and students in the Parent-Student Handbook.

2.6.f Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

2.6 Work Permits

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov.

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

A copy of the signed work permit must be kept in the student's file.

For additional information and forms see
<http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

2.7 Student Accident Insurance

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parish. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

3 ACADEMICS AND CO-CURRICULAR ACTIVITIES

3.1 Tutoring

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

3.2 Counseling Policy

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

The school may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

4 DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

4.1 Maintenance of Effective Discipline

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

4.2 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

4.3 Detention

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students are required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health
- Detention before or after school hours is considered an appropriate means of discipline
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who shall also be informed of the reason for detention and the exact time the period of detention will begin and end

4.4 Suspension

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

4.5 Expulsion

4.5.a Reasons for Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance

- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

4.5.b Procedure for Expulsion

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal
- In no case will a teacher on his or her own authority expel a student
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

4.5.c Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

4.5.d Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference
- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

4.5.e Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

4.5.f Reporting of Expulsions

All expulsions even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

4.5.g Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

4.5.h Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, *etc.* outside school hours so that grades can be reported.

4.6 Harassment, Bullying And Hazing Policy

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- **Verbal harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- **Physical harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- **Visual harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyber bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's user name to spread rumors or lies about someone

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

4.7 Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

4.8 School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

5 ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of

information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

5.1 Definitions

Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.

Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.

Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

5.2 Electronic Communications Systems, Devices and Materials and Users Covered

- a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the “Premises”).
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- c. All personal devices and materials brought from home and used on the Premises during regular business hours.
- d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use

- e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

5.3 Ownership and Control of Communications

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

5.4 Guidelines for Email Correspondence and Other Electronic Communications

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.

- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
- j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

5.5 Prohibited Practices

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user’s job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.

- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

5.6 Consequences of Violations of Electronic Communications Policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

6. HEALTH AND SAFETY

6.1 Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form*.

6.2 Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

6.3 Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

6.4 Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

6.5 Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

6.6 Medications

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications

- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

6.7 Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

6.8 Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

6.10 Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as "closed campuses." No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

6.11 Research Projects and Rights of Parents

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written

advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

6.12 Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

6.13 Interview and Removal from School of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

6.13.a Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts. In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

6.13.b Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency's duty to notify the parent or guardian.

6.14 Guidelines Related to Possession and Use of Alcohol and Controlled Substances

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.

The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

6.14.a Procedures in the Case of Suspected Possession or Use

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician

- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
 - Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
 - Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner.

***PLEASE SEE THE ARCHDIOCESE OF LOS ANGELES WEBSITE FOR UPDATES ON DEPARTMENT OF CATHOLIC SCHOOLS HANDBOOK